



**CITY OF SAN ANTONIO
REQUEST FOR PROPOSALS (RFP)**

COMMERCIAL REAL ESTATE BROKERAGE SERVICES

ADDENDUM #1, July 23, 2009

This Addendum includes responses to questions made during the Pre-Submittal Conference held in the Municipal Plaza Building, 9th Floor Conference Room on July 20, 2009 at 10 a.m. along with responses to questions received in writing prior to the date of this Addendum. It also contains revisions to the RFP.

QUESTIONS AND CLARIFICATIONS REGARDING THE RFP

1. Q: Why would respondents need a subcontractor for this contract?

A: In April 2007, City Council approved an ordinance #2007-04-12-0396 promoting utilization of small, minority, women and African-American owned business enterprise (SMWAABEs) by prime contractors bidding on City projects. Prime contractors must provide sufficient evidence of good faith efforts expended to meet the Small Business Economic Development Advocacy (SBEDA) Program goals. The Ordinance is available for review on the City of San Antonio Economic Development Department website.

2. Q: Would we receive SBEDA credit for using an independent consultant?

A: In order for a respondent to receive credit for using an independent consultant on its Good Faith Effort Plan the respondent must utilize a company that is certified through the South Central Texas Regional Certification Agency (SCTRCA). Respondents may access the SCTRCA database of certified SMWAABEs at www.sctrca.org

3. Q: What if firms can self-perform the work?

A: In accordance with the Small Business Economic Development Advocacy Program Ordinance 2007-04-12-0396, self-performance is allowable and a respondent can receive credit toward the SBEDA goal. However, the respondent must conduct good faith efforts to identify and solicit participation by SBE/MBE/WBE/AABE subcontractors.

4. Q: Potential sub-contractor requesting assistance in connecting with potential prime contractor.

A: Individual was referred to the City's Small Business Economic Development Advocacy Program staff for assistance and response.

5. Q: Is access to CoStar absolutely necessary or will an alternative service, such as LoopNet, suffice?

A: CoStar is a requirement for this contract. It was chosen for its research/property history capabilities as well as its familiarity. However, firms have the freedom to utilize whichever alternatives they see fit for the marketing aspect of this contract.

6. Q: How does a non-engineering firm answer question 2.1 on page 16 of the Request for Proposal documents?

A: See addendum for revised form.

7. Q: Can respondents for the Request for Proposal be individuals or business entities, or does it not matter?

A: Responses are requested from qualified real estate brokers based on the criteria outlined in the RFP.

8. Q: Is the purchase of Worker's Compensation Insurance and Business Automobile Liability Insurance absolutely necessary for consideration of a proposal?

A: Purchase of such policies is not required for consideration of a proposal. Submission should include "Proof of Insurability" as referenced in page 6. If selected, respondent must obtain the required coverage prior to execution of a contract with the City.

9. Q: If the president of the company is not the Broker-of-Record, who signs the forms for the proposal?

A: An employee or representative (Principal, President, V.P., etc.) who is authorized to legally bind the firm.

10. Q: What is the greatest challenge with the St. Mary's Garage?

A: Securing a tenant for this property is critical. Selected respondent will be utilized to research property marketing potential and identification of potential tenants.

11. Q: Will the size of the firms (small, medium, or large) have an impact on selection?

A: Firms are evaluated based on their qualifications as outlined in the RFP. However, points are awarded to a qualifying small business as governed by the SBEDA Ordinance.

REVISIONS TO RFP

1. Question 2.1, Page 16 of Form 3 General Questionnaire of RFP:

2.1 How many years has your current organization been doing business as a professional engineering firm?

Is amended to read:

2.1 How many years has your current organization been doing business as a commercial real estate brokerage firm?

2. Question 2.2, Page 16 of Form 3 General Questionnaire of RFP:

2.2 How many years have you been doing professional engineering work under previous business name(s)?

Is amended to read:

2.2 How many years have you been doing commercial real estate brokerage under any different name(s)?

END CLARIFICATIONS AND REVISIONS TO THE RFP

No other items, dates, or deadlines for this RFP are changed.